OFFICE OF HUMAN RESOURCES

Isiah Leggett   Joseph Adler
County Executive   *Director*

MEMORANDUM

February 15, 2014

TO: Executive Branch Department and Office Directors

FROM: Joseph Adler, Director
                Office of Human Resources

SUBJECT: **Time Reporting and Codes to Track Expenses for Snow Storm
                February 12, 2014; General Emergency Beginning February 13, 2014**

County Executive Isiah Leggett declared a General Emergency to be in effect for County Government operations during the time period below:

Beginning Date	Ending Date	Status
Thursday, February 13, 2014 12:00 a.m.	Friday, February 14, 2014 11:59 p.m.	General Emergency

In periods of a General Emergency essential employees are required to work and receive General Emergency Pay. General Emergency Pay is additional pay or compensatory time earned by an employee at the regular hourly rate if the employee is required to work during the declared General Emergency period.

Non-essential employees must not report to work during a period of a General Emergency unless the employee's supervisor requires the employee to work. In the event that the supervisor requires a non-essential employee to work and perform duties relating to the emergency or to their critical mission, that employee becomes an essential employee and should be paid General Emergency Pay.

Project Code
A special project code (2001867) has been created for use in tracking expenses directly related to the Snow Storm/Winter Weather Event that began on February 12, 2014. The following guidance is provided for tracking both personnel costs and operating expenses related to this event.

Timekeeping Guidance

There are specific timekeeping requirements for ALL employees during a declared general emergency.

In addition, time worked on activities DIRECTLY RELATED to the Snow Storm/Winter Weather Event (where time may be worked BEFORE AND AFTER the general emergency was declared) should be charged to the special project related codes set up for each department and employee.

Employees should access the MCtime website at the links below to determine the specific guidance that should be used in reporting their time.

> **Timekeeping Guidance for a Declared General Emergency** –
>
> General emergency timekeeping guidance is applicable to all employees, but should only be used on the timecard for the time period of the declared general emergency on the first page of this memo.
>
> **Link**: Timekeeping Guidance for a Declared General Emergency
> (http://www.montgomerycountymd.gov/mctime/resources/files/data/general_emergency_guidance_rev_03052013.pdf)

> **Timekeeping Guidance for Time Worked on Activities Directly Related to the Event –**
>
> If the employee directly worked on activities relating to the event and therefore requires the use of project/task/expenditure org on the timecard, employees should access the Expense Tracking Crosswalk on the MCtime website at the link below for the special project related codes set up for each department and employee.
>
> **Link:** Expense Tracking Crosswalk– Winter Wx Event Feb 12 2014 Crosswalk
> (http://www.montgomerycountymd.gov/mctime/Resources/Files/data/Crosswalk_Winter_Wx_Event_Feb122014.xlsx)

REMINDER to all Departments from OEMHS: Departments need to track the type of work being performed by all employees working on activities directly related to the event, for later coordination with OEMHS in determining expenditures eligible for federal reimbursement.

Questions regarding timekeeping may be directed to OHR Compensation, Lisa Craft-Woodard at 240-777-5075 or via email at lisa.craft-woodard@montgomerycountymd.gov or Lori O'Brien at 240-777-5032 or via email at lori.obrien@montgomerycountymd.gov.
You may also contact the MCtime office via email at mctime@montgomerycountymd.gov.
Questions regarding tracking for OEMHS may be directed to Debbie Greenwell at 240-777-2201 or debbie.greenwell@montgomerycountymd.gov.

Operating Expenses

Operating expenses and purchases that are directly related to this event must be charged to the designed PTAEO code. For the project portion of the PTAEO code, refer to the Expense Tracking Crosswalk referenced to above. For the award portion of the PTAEO, please use 'Split' for all operating expenditures, except for those where a P-Card is used. Additional information is provided below:

- If a Requisition and a Purchase Order are needed to make the emergency purchases, the PO must be coded to the designated PTAEO.
- If making a purchase using an exempt Purchasing Category (exempt from the PO process), the direct invoice must be coded to the designated PTAEO.
- If using a P-Card to make payment, you must re-allocate the charges to this PTAEO.

REMINDER to all Departments from OEMHS: *Departments are reminded to retain all supporting documentation for expenses and purchases that might be needed to support any reimbursements.*

If you have any questions related to the P-Card, please contact Sanjay Jhangiani via email at Sanjay.Jhangiani@montgomerycountymd.gov or at 240-777-8851. If you have any questions relating to using the PTAEO when entering a direct invoice into Oracle, please call the Helpdesk at 240-777-2828, option 2 and ask for a ticket to be assigned to the ERP_AP group.

cc: Administrative Services Managers
and Functional Equivalents
HR Liaisons
Laleh Shabani, FIN
Debbie Greenwell, OEMHS
Sanjay Jhangiani, FIN
Pam Jones, DGS
Payroll
MCtime